

Fire Control 3A

Structural Firefighting in Acquired Structures

Course Guide

(Simulated Cover Sheet)

January 2008

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SECTION 1 COURSE DESCRIPTION

The Fire Control 3A (FC 3A) course is designed to enhance firefighting skills in combating building fires. In many cases this will be the firefighters first exposure to live structural firefighting but can also serve as an educational tool for the seasoned firefighter. It utilizes the burning of an otherwise useless building for the purpose of increasing our fire fighting experience and knowledge levels. It is designed to provide information on fire behavior, ventilation procedures and techniques; search and rescue, interior attack, exterior attack, basement fire fighting, overhaul techniques, exposure protection, and an opportunity to attack a well involved building fire with several hand lines and master stream appliances. It also provides an excellent opportunity to train personnel in breathing apparatus survival.

Although there are many training scenarios that can be done in an acquired structure, exercises utilizing the structure to conduct a FC 3A course are limited to the standards as set forth in this manual. When conducted in an organized and safe manner, this course is one of the most valuable courses a fire fighter, especially a new fire fighter, can experience.

Fire Control 3A Course and NFPA 1403

The National Fire Protection Association (NFPA) is not a legal authority unless a state's Occupational Safety Health Administration (OSHA) or a local jurisdiction has adopted its standards. California OSHA has not adopted this (NFPA 1403) standard. Therefore the document "NFPA 1403 Live Fire Training Evolutions" should be used as another tool in conducting a FC 3A course.

If you are a State Fire Training FC 3A registered instructor you shall have direct access to the latest 1403 document. The FC 3A Instructor shall be familiar with its contents and be able to apply those items that will be of assistance in conducting a safe FC 3A course.

(Note: The California State Fire Training Manual on "Fire Control 3" was used to create the original NFPA 1403 document).

FC 3A Instructors should be familiar with the "Notice and Disclaimer of Liability" statement found on the inside cover of NFPA 1403.

SECTION 2 INSTRUCTOR REQUIREMENTS

SENIOR INSTRUCTOR (Senior)

The Senior Instructor will have total authority for FC 3A course. The Senior is the representative of State Fire Training Division of the Office of the State Fire Marshal. The Senior acts as a technical specialist to the Primary Instructor (Primary). The Senior may also serve as the Primary on a FC 3A course involving limited training operations. For example a single family building that will provide training for not more than 30 students.

The Senior must be kept apprised of all pre burn planning. An open line of communication shall be kept between the Senior and the Primary. The Senior will be physically present during all instructional portions of a FC 3A course. The Senior will ensure that all safety precautions are identified, planned for, noted and adhered to and that a safety plan has been developed for the course. The Senior shall review all documentation prior to the FC 3A course.

The Senior has the authority and responsibility to stop a burn exercise when adherence to the FC 3A course guidelines are being violated. This may include notification to the Primary that State certification of the burn may be denied. If this occurs, the Senior will immediately notify the jurisdiction having authority for the FC 3A course. The Senior will also notify State Fire Training as soon as practical.

The Senior will oversee completion of all instructor evaluations utilizing ICS For 226. The Senior will complete a course evaluation on the Primary that may or may not be accompanied by a letter of recommendation to the position of Senior Instructor. The Senior will also collect and review all Primary documentation. This will include the performance of all instructors involved and any occurrences good or bad, which may lead to better delivery of future FC 3A courses. A copy of these reviewed documents will be sent to SFT within 15 days of course completion.

THE SENIOR SHALL ENSURE THAT DOCUMENTATION AND REPORTING OF ALL INJURIES, NO MATTER HOW MINOR, ARE SENT TO STATE FIRE TRAINING AND THE AHJ WITHIN 2 WORKING DAYS OF THE INJURY.

Note: Utilize the Personal Injury and Illness Investigation Report located in Appendix B of this guide.

Minimum Qualifications Required For A Senior Instructor:

SECTION 2

INSTRUCTOR REQUIREMENTS

To qualify as a FC 3 Senior Instructor, the applicant shall satisfy the following criteria.

1. Instructional Training
 - a. Same as Primary Instructor requirements.
2. Occupational Experience (all of the following)
 - b. Shall be currently registered with State Fire Training as a Primary Instructor in both FC 3A and Fire Control 3B (FC 3B)
 - c. Three letters of recommendation in acquired structures from three separate registered State Fire Training Senior FC 3 Instructors.
 - d. Three letters of recommendation for structure fire simulator facilities from three separate registered State Fire Training Senior FC 3 Instructors.
 - e. Shall have completed the FC 3 Senior Instructor Task Book (Within 36 months of initial entry)

Registration Process

Applicant shall submit a completed application package for review that includes all of the following:

1. Application for registration form
2. Up-to-date resume of education, position/rank, and experience
3. Verification of instructor training
4. Verification of occupational experience
5. Verification of coursework
6. Completed FC 3 Senior Instructor Task Book
7. All letters of recommendation for the position
8. Approved through Pace II

Written verification of your occupational experience shall be submitted on department letterhead and signed by your supervisor and/or Fire Chief

FC 3A Primary Instructor (Primary)

Primary Instructors are responsible for planning, management and delivery of the FC 3A course.

All FC 3A courses should have a Primary designated. A Senior may act in the capacity of Primary on smaller, less complex classes. A Primary and Senior or a Senior acting in a Primary's capacity shall be present during the entire course.

The Primary may be designated as the Incident Commander (IC). The Primary is responsible for all documentation of the course. This includes injury reports, rosters and instructor evaluation forms. The Primary shall evaluate the instructional staff before, during and after the course has been delivered. The Primary also sends a report to State Fire Training on any unusual events that occurred during the course, both good and bad, that may benefit future FC 3A courses. All documentation will be given to the Senior to be reviewed and forwarded to SFT within 15 days of course completion

Minimum qualifications for a Primary FC 3A Instructor

To qualify as a FC 3A Primary Instructor, the applicant shall satisfy the following criteria:

Instructional Training (any one of the following)

- 1) Completed Fire Instructor 1A and 1B
- 2) Have a valid community college teaching credential
- 3) Completed the UC/CSU's 60-hour "Techniques of Teaching" course
- 4) Completed the NFA's "Fire Service Instructional Methodology" course
- 5) Completed four semester units of upper division credit in education materials, methods, and curriculum development

Occupational Experience (all of the following)

- 1) Completed FC 3A.
- 2) Three letters of recommendation from 3 registered Senior Instructors as documented in the Position Task Book.
- 3) Shall have completed the FC 3A Primary Instructor Position Task Book (within 36 months of initial entry)
- 4) Shall have a minimum five years experience in subject matter
- 5) Have attended and passed I-200

Written verification of your occupational experience shall be submitted on department letterhead and signed by your supervisor and/or Fire Chief

Registration Process

Resume evaluation

Applicant shall submit a completed application package for review that includes all of the following:

- 1) Application for registration form
- 2) Up-to-date resume of education, position/rank, and experience

SECTION 2

INSTRUCTOR REQUIREMENTS

- 3) Verification of instructor training
- 4) Verification of occupational experience
- 5) Verification of coursework
- 6) Completed FC 3A Primary Instructor Task Book
- 7) All letters of recommendation or evaluation for the position
- 8) I-200 certification

Written verification of your occupational experience shall be submitted on department letterhead and signed by your supervisor and/or Fire Chief

ASSISTANT INSTRUCTOR (Assistant)

Assistant Instructors are responsible for teaching their portion of the course (Subject matter expertise) without supervision. The Senior and the Primary will monitor, evaluate and complete the evaluation form on the Assistant and forward it to State Fire Training. Primary's should encourage Assistants to broaden their areas of expertise through instruction of various portions of a FC 3A course. This will enhance the Primary's ability to develop a cadre of qualified instructors for future FC 3A courses. However if the Assistant chooses to stay within their area of expertise it should be allowed.

Instructional Training (any one of the following)

- a. Completed Fire Instructor 1A and 1B
- b. Have a valid community college teaching credential
- c. Completed the UC/CSU's 60-hour "Techniques of Teaching" course
- d. Completed the NFA's "Fire Service Instructional Methodology" course
- e. Completed four semester units of upper division credit in education materials, methods, and curriculum development

Minimum qualifications for an Assistant Instructor:

- 1) Completion of a FC 3A Course.
- 2) Subject matter experience
- 3) Demonstration of instructional ability
- 4) Instructor 1A and 1B desired.

The Primary Instructor may require verification of the above listed qualifications.

INSTRUCTOR TRAINEE

This is the level at which a student starts into the FC 3A instructional cadre. This position may instruct portions of a FC 3A course under the immediate

supervision of a Primary or Assistant Instructor. They may also fill positions such as Stoker, Pump Operator, Staging Area Manager, Medical Staff, Personal Accountability, Communications Staff, or any other position that the person may qualify for as recommended by a Senior, Primary, or Assistant Instructor.

Minimum Qualifications for a Trainee Instructor

- 1) Completion of a FC 3A course.

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SECTION 3 ACQUIRING STRUCTURES

There are several methods of obtaining acquired structures for FC 3A training burns. One of the best methods is to maintain a working relationship with your agency's building department. They can advise you of condemnations and new construction. Often in new building construction there are old buildings that have to be removed to clear the land. **Buildings fifty years of age or older requires notification to the local Historical Society (See Section 8 for Notification Requirements).**

If you have freeway construction in your community, contact Caltrans; they oftentimes have buildings that must be destroyed to provide the right of way.

Military bases may also offer training opportunities.

As you travel around your jurisdiction, you may find buildings that are vacant and in a run-down condition. When you contact the owner, you may find them very eager to allow you to remove the building.

It is very important to educate the owner of the expected timeframe to safely and properly demolish a building(s) by means of a FC 3A burn. The timeframe to plan a FC 3A course may be longer than direct demolition by equipment; however, the direct costs to the owner are substantially less than hiring a contractor to tear down the building and haul the debris to a landfill.

Agency notifications and permit requirements for Federal, State and Local environmental compliance are the same whether a structure is removed by a FC 3A burn or by direct demolition with hired equipment.

Another opportunity may arise after you've conducted a FC 3A training burn. Local residents, after observing the FC 3A training, may provide you with additional training buildings.

The U.S. Forest Service may also have buildings in their jurisdiction that need to be removed.

SECTION 4 ACQUIRED STRUCTURE

Once you have been offered a building or a group of buildings, a decision must be made whether or not to accept this offer. This requires that you survey the site to check the general condition of the building(s).

WALK AROUND

You may find that it will take more time to set up the buildings for a safe and effective training than time or money will allow. You may want to consider the type of building (residential, mercantile, manufacturing, etc.) and the neighborhood. Consideration must be given as to whether the burn will disrupt or help the nearby residents and businesses. It is very important to observe all six sides of the building **for potential hazards and exposures (See Section 5 for a general list of hazards)**.

ASBESTOS and NESHAP

The Environmental Protection Agency (EPA) and the California Air Resources Board (CARB) are operating under the National Emissions Standards for Hazardous Air Pollutants (NESHAP) – 1990, 1994, and 40 CFR 61.145 requiring all asbestos containing materials (ACMs) to be removed from the building(s) prior to demolition.

NOTE: A FC 3A training burn is considered a demolition.

The owner is responsible for the required removal of all ACMs. The Model Accreditation Plan (MAP) requires only certified Asbestos Hazard Emergency Response Act (AHERA) Inspectors can conduct site surveys and samples for ACMs.

The owner will need to hire an AHERA / CAL-OSHA approved and licensed ACM abatement contractor to conduct an ACM Survey Report (See page 6, *DOSH CONSULTANT LIST*). The owner will receive a Survey Report identifying all ACMs requiring removal. The building(s) shall not be demolished in any manner until all identified ACMs are removed or abated. The owner may chose to use the same contractor or seek alternate bids for removal or abatement of the ACMs. Upon the complete removal and abatement of all ACMs, a "Clearance Letter" or "Letter of Abatement" from the contractor is required by law to the owner.

Failure to comply with NESHAP and MAP can result in a possible fine of up to \$25,000 per violation. (Source: CARB letter, FIRE DEPARTMENT TRAINING BURNS- June 21, 2001).

SECTION 4

ACQUIRED STRUCTURES

Section 8 lists the NESHAP notification agencies and their contact information.

NOTE: The FC 3A Primary Instructor has a vital role in the education and coordination to the owner regarding their responsibilities for environmental compliance.

OSHA CONSULTANT LIST

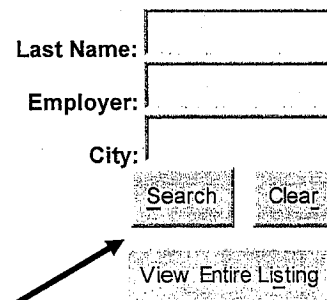
The Division of Occupational Safety and Health (DOSH) has a list of individuals who are certified as Asbestos Consultants or Site Surveillance Technicians that meet MAP certification requirements. If any ACMs are suspected to be in a structure slated for an FC 3A training burn, the property owner(s) are required by law to hire a DOSH approved qualified technician for the inspection and removal of ACMS greater than 100 square feet.

See NESHAP requirements at <http://www.epa.gov/asbestos> for more information.

The DOSH list of consultants and technicians is a reference only to the available contractors.

1. To find a contractor in your area, visit web site <http://www.dir.ca.gov>

Scroll to the bottom of the page to find query field "Top of Form"...



A screenshot of a web form. It contains three text input fields labeled "Last Name:", "Employer:", and "City:". Below the "City:" field are two buttons: "Search" and "Clear". Below these buttons is a button labeled "View Entire Listing". Two arrows point from the text above to the "Search" and "View Entire Listing" buttons.

2. Type in the City, then click on Search for a list of contractors in your area.

RAILROADS

If the structure is near a railroad right of way, determine if there are telecommunication lines owned by the railroad, Western Union, or any other

major communications corporation which run along the tracks. Damage to telecommunication lines can result in huge financial losses and fines as well as disruption of vital services to the community.

WATER SUPPLY

Find out the status of the water supply. Is there adequate volume and pressure? Will streets and roads have to be closed to protect hose lines? If no water is available, consider how far it will be to shuttle water to the burn site. Portable water sources are acceptable as long as they meet fire flow requirements. A water tender can be used to supply two different pumping engines to develop two separate water supplies for attack and back-up lines. Take into consideration fire flow requirements for fire suppression and exposure protection.

TRAFFIC

Finally, check the traffic conditions. Give consideration to the traffic flow and times of peak usage. If a freeway is near, it may cause serious problems. Training burns have totally disrupted and caused accidents on the freeway system. If necessary, plan to burn only during light periods of traffic. A check with the CHP can help determine these times. Local and state law enforcement can also help with traffic control and signage. Getting Cal Trans or Streets Dept. involved will allow access to warning signs and traffic control devices helping motorists navigate around obstacles or slow traffic making a safer environment for all persons involved with the FC 3A program.

Determine the value of the structure for FC 3A

After completing a walk around and listing all of the potential hazards and required work preparations, now determine if the building(s) will possess the training quality needed to justify the live fire exercise. It is illegal to burn a building(s) just for the sake of demolition.

If the building(s) are acceptable, be sure to establish how much time is available for the training burn. Determine if the time necessary to obtain compliances, complete the planning process and execute the training burn is allowable by the owner.

Establish amicable roles and responsibilities between the host department and the property owner. For example, but not limited to:

- Materials to be burned and materials expected to remain
- Responsible party for the clean up of the remaining material
- The expected timeframe, conditions and remaining hazards during the transfer back to the owner.

SECTION 5

SURVEYING THE BUILDING(S) FOR THEIR TRAINING VALUE

Survey the building(s) on the burn site for possible exercises that could be conducted or hazardous situations that need special attention. Be creative; use the additional elements of instruction to expand the student's knowledge. Determine the experience level of the students and adjust the training accordingly. The required elements of a Fire Control 3A course should be of primary consideration during this phase.

Required Elements of Instruction;

- Fire Behavior
- Interior Attack
- Exterior Attack
- Ventilation

Here are some examples of additional exercises that may be considered:

- SCBA Confidence Course
- RIC training
- Attic attack
- Basement attack
- Salvage operations
- Search and rescue
- Use of power and hand tools
- Building construction
- Use of various nozzles and patterns including master streams
- Overhaul
- Exposure protection
- Building stabilization
- Cause and origin
- Forced entry
- New equipment testing
- Indirect versus direct attack

Hazards that should be considered BUT ARE NOT LIMITED TO:

- Exposures: other buildings, vegetation, and vehicles
- Overhead wires: including power, telephone and cable (contact appropriate utility company for assistance)
- Trees, Shrubs and other Landscaping Hazards
 - with overhead branches, widow makers, fire carrier
 - some areas require a removal permit for large trees

SECTION 5

- impedes egress and/or visual monitoring of the exercise
- retaining walls and drop offs
- ability to protect sensitive landscaping (not a good promise to make)
- Condition of the buildings, (don't expose students to a hazard)
- ACMs used in building construction especially prior to 1972; some examples are insulation material, floor tiles, sheet rock seam tape, acoustic ceilings, roofing materials, heat panels behind furnaces- both wall and ceiling mounted and pipe insulation.
- Weather Conditions (daily wind patterns), research temporarily relocating affected occupants during the burning evolution
 - Spot Weather Forecast Sources
 - ✓ National Weather Service www.nws.noaa.gov
 - ✓ The Weather Channel www.weather.com
 - ✓ National Oceanic and Atmospheric Administration (NOAA) www.noaa.org
 - Logging personal observations is recommended on an ICS-214
- Holes (floor, walls, and roof)
 - Basements
 - Dumb waiters
 - Laundry Chutes
- Mines Shafts
- HVAC units, locate and remove or acknowledge on rooftop or in attic, other overhead hazards, including chimneys
- Septic tanks (there is nothing worse than having an engine buried up to its running boards in a septic tank)
 - Leach lines
 - Cesspools
- Neighbors and Businesses (i.e., friendly, hostile), Find compromise and help educate citizens of the value and benefits to a well trained fire suppression team. Explain the rare and unique opportunity for the firefighters involved. For those citizens who need extra attention to find a comfort level, invite them to the training site, show and explain to them exactly what training is to take place and the techniques used to increase the knowledge of firefighters.
- Exits in burn building(s)
- Hazardous Materials on site
- Fuel Types, in buildings including wood, tar paper, linoleum, celotex, pesticides and insecticides (which are found ground into the floors of old farm and ranch buildings), or any other material that may be hazardous to fire fighters

SECTION 5

Surveying the Building(s) For Their Training Value

After the survey has been made, exercises identified, and hazards indicated, the IC can turn this information over to the Planning Section Chief to develop a map of the training site. The mapping procedures will be discussed in the next section.

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SECTION 6

RECOMMENDED PROCEDURES FOR WORKING
WITH AQMDs

SECTION 6 RECOMMENDED PROCEDURES FOR WORKING WITH THE LOCAL AIR QUALITY MANAGEMENT DISTRICT (AQMD)

The local AQMD must be contacted early in the planning phase of the course. It is recommended to have AQMD personnel be part of the burn planning and organization. Include that staff member in the communications circle, and invite them to witness the FC 3A course.

When conducting a burn in a high smog area, try to burn during a low smog episode time of the year.

An upfront and honest exchange of information between the FC 3A Instructors and the AQMD staff is critical. AQMD representatives should be told specifically what the desired results of the training are. Explain specifically what types of fuels are to be used, the anticipated size and duration of each burn, as well as contingency plans for the day's training. Welcome them to become a part of the burn. (Safely) Leave no room for AQMD to be surprised by the training burn in any way.

When appropriate, ascertain if a variance is necessary. A variance will allow for burning on a "No Burn" day. AQMD should be approached on this matter only after a burn permit has been obtained. A positive and professional interaction between FC 3A personnel and AQMD is essential for the success of the program.

If the course is conducted on a "No Burn" day without a variance, a citation may be issued by AQMD. "Spare the Air" days are exempt from a variance, and all burning must be cancelled.

The AQMD office may require a presentation at an AQMD Hearing Board.

Have all documentation and presentation materials prepared prior to going before the Board. The information that will be requested includes the location of the burn, organizations involved, dates of the burn, number of students, material(s) to be burned, etc. This information is available in ICS Planning documents, such as an Incident Action Plan (IAP).

When appearing in front of the AQMD Hearing Board, look professional, be on time and make sure you have copies of the burn plan (IAP) for the Board and the Board's attorney. Seek the assistance of AQMD in this matter, and be certain to

SECTION 6

RECOMMENDED PROCEDURES FOR WORKING WITH AQMDs

have an AQMD consultant present. Consider contacting the Board's attorney prior to the hearing with the AQMD consultant's support. Attorneys don't like surprises in front of the Board. Most AQMD Board hearings have granted variances to fire departments for training purposes.

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SECTION 7 DOCUMENTATION AND RELATED PAPERWORK, RECORDS, AND REPORTS

The next step is to complete the necessary paperwork. There are several items that must be considered; some of which will be completed by the instructor of the burn, and some the property owner will have to furnish (See "ACQUIRED STRUCTURE CHECK LIST" for assistance).

Required documentation from the owner includes:

- Notarized release of the property
Note: See an example of "LIABILITY RELEASE FORM" in the appendices
- Current Property's parcel number from the Public Tax Record
- A demolition permit from the jurisdiction's building department
- Written notarized proof of cancellation of fire insurance
Note: (Usually a letter from the insurance company is sufficient)
- Submittal of the "Clearance Letter" and "ASBESTOS NESHAP NOTIFICATION OF DEMOLITION AND RENOVATION" form
(<http://www.epa.gov/asbestos/neshap.htm>)

All paperwork should be kept as a permanent record by the agency conducting the course with copies to the agency having jurisdiction, should any question regarding the training exercise every arise.

Required documentation from the person responsible for conducting the Fire Control 3A training burn includes:

- A burning permit from the jurisdiction in which the training is taking place
- Submit FSTEP Course application with in six weeks prior to the course date

State Fire Training is available to assist you with larger or more complex Fire Control 3A courses. For additional assistance please submit a letter to State Fire Training that includes the date(s) of the burn, description of the course, the location, and contact information. A Training Specialist will then contact you for an appointment.

- Written notification to the chief of the jurisdiction in which the burn is taking place and to the chiefs of the other participating agencies. The letter should contain the following information:
 - What is going to be burned
 - Where the burn is located
 - When the burn is going to take place

SECTION 7

OPCUENMNTATION AND RELATED PAPERWORK, RECORDS, AND REPORTS

- Copy of the release from the owner
- Senior Instructors' names
- Incident Commander's name
- Safety Officer's name
- Primary Instructors' names
- A short description of the specific burn objectives
- An agenda of the actual burn
- A list of all the agencies participating

Required documentation and material from the department having jurisdiction over the participants of the training include but are not limited to:

- Authorization to attend the training, including a statement of insurance for participant. Note: If the course will be coordinated through a community college, the college may provide additional insurance for participants and instructional staff.
- Current fit test documentation
- The participant's agency must also provide the student with
 - Compliant SCBA in good repair
 - Compliant PPE in good repair

Required documentation from the department hosting the Fire Control 3A

- Federal EPA, California Air Resources Board and Local AQMD approval
- AQMD Confirmation of a Training Variance in the absence of a "No Burn" day
- A burning permit from the jurisdiction in which the training is taking place. Confirm that the owner has clear title to the property. This will require researching county/city records.

SECTION 8

NOTIFICATION INFORMATION AND CHECKLIST

SECTION 8 NOTIFICATION INFORMATION AND CHECKLIST

When planning a FC 3A training exercise, all agencies, citizens, and news media directly or remotely associated with the training should be notified. These would include, but not be limited to:

- City Manager
- Mayor
- Board of Supervisor area representative
- Local AQMD, CARB and EPA*
- News media
- Local ambulance transporting agency for a possible standby
- Historical Society (Buildings greater than fifty years old)
- Coastal Commission
- Police and fire agencies in the local area
- Water department
- Public works department
- California Highway Patrol
- U.S. Forest Service
- Nearby schools, churches, and parks
- Utility companies
- Neighboring residents and businesses

*Federal law requires you to notify the following agencies of the date and time for the controlled burning of any building. These notifications must be done utilizing the "Notification of Demolition and Renovation form" (See Appendix or available on-line at <http://www.arb.ca.gov/enf/asbestos/asbestosform.htm>). Mail one copy each of the Notification of Demolition and Renovation form, Survey Report and Clearance Letter to each of the agencies below (faxing or E-mail is not acceptable). The notification is required ten (10) working days prior to the controlled burn.

Send original to:

U.S. EPA - Region IX
Asbestos NESHAP Notification (Air 5)
75 Hawthorne Street
San Francisco, CA 94105
Phone: (415) 972-3989

And a copy to

SECTION 8

NOTIFICATION INFORMATION AND CHECKLIST

NOTICE TO NEIGHBORING PROPERTIES

This is to inform you, that your fire department will be conducting a live fire safety training exercise(s);

☐ Vehicle

☐ Vegetation

☐ Structural

on the property located at:

The date(s) for the training are _____,

from the hours of _____ to _____.

This type of training is essential to providing this community with well-trained firefighters. The exercise will allow our personnel a chance to enhance their skills in suppression activities and to work safely in a controlled environment for future fire and life safety needs.

Please note that smoke and flame may be visible from time to time. All precautions have been made for the safety of surrounding properties.

We sincerely hope this training opportunity does not cause any disruption of your normal activities.

Thank you, for your indulgence and cooperation.

For further information contact _____
Live Fire Safety Training Exercise Coordinator

Office:(_____) _____

Cell:(_____) _____

PERMIT/NOTIFICATION

SECTION 8

NOTIFICATION INFORMATION AND CHECKLIST

QUICK REFERENCE MATRIX

Type of Training Burn	Vehicle	Vegetation	Sets Only in a Structure (Fire Investigation)	Structure
Permit and Notification Requirements				
U.S. EPA	NESHAP applies the same as Structure notification	No Requirements	No Requirements	NESHAP Applies, Fire Agency Notification 10 working days before burn plus obtain copy of Asbestos Report from Owner
California Air Resources Board	NESHAP applies the same as Structure notification	No Requirements	No Requirements	NESHAP Applies, Fire Agency Notification 10 working days before burn plus obtain copy of Asbestos Report from Owner
Local AQMD	Fire Agency Obtain Burn Permit	Fire Agency Obtain Burn Permit	Fire Agency Obtain Burn Permit	Fire Agency Obtain Burn Permit with copy of Asbestos Report from Owner
Local Building Department	No Requirements	No Requirements	No Requirements	Owner obtain Demolition Permit
Local Historical Society/Planning Department	No Requirements	No Requirements	No Requirements	Owner contacts Society/Department, if building is over 50 Years old, a determination of historical significance is required
California Department of Forestry and Fire Protection (CAL FIRE)	Notification to the CAL FIRE Administrative Unit if in the SRA	Notification to the CAL FIRE Administrative Unit if in the SRA	Notification to the CAL FIRE Administrative Unit if in the SRA	Notification to the CAL FIRE Administrative if in the SRA, FSTEP if you want to issue Fire Control 3 certificates, Requires 6 weeks notice
Community	Door to door, or telephone affected neighbors	Letters of Notification should be sent to all affected areas and the media	Door to door, or telephone affected neighbors	Letters of Notification should be sent to all affected area homes and businesses, including the media
Local Water Agency	No Requirements	No Requirements	No Requirements	Possible permit required, depending on the estimated total gallons to be used

The reference matrix is not intended to be accurate for every county or jurisdiction with in California. It should only to be used as a guide

SECTION 8

NOTIFICATION INFORMATION AND CHECKLIST

ACQUIRED STRUCTURE BURN CHECK LIST

Project Name: _____ Date: _____

Location: _____

Contact Person(s): _____ Numbers: _____

Project Description: _____

Check List

Item:	Performed by	Date and initial
1. <input type="checkbox"/> Determine Training Value	Fire Agency	_____
2. <input type="checkbox"/> Live Fire Training Plan Packet to Owner	Fire Agency	_____
3. <input type="checkbox"/> Proof of Cancellation of Fire Insurance	Owner	_____
4. <input type="checkbox"/> Historical Society (>50 years old)	Owner	_____
5. <input type="checkbox"/> Copy of Deed-No Lien Holders	Owner	_____
6. <input type="checkbox"/> District "Release of Liability" Letter	Owner	_____
7. <input type="checkbox"/> Demolition Permit	Owner	_____
<input type="checkbox"/> Removal of ACMS	Owner	_____
8. <input type="checkbox"/> Air Pollution Control Burn Permit	Fire Agency	_____
9. <input type="checkbox"/> Schedule with State Fire Marshal (FSTEP)	Fire Agency	_____
10. <input type="checkbox"/> Federal EPA-NESHAP Notification (form sent)	Fire Agency	_____
11. <input type="checkbox"/> State Air Resources Board Notification	Fire Agency	_____
12. <input type="checkbox"/> Utilities Secured	Owner	_____
13. <input type="checkbox"/> Political entities notified (Mayor, Manager, etc)	Fire Agency	_____
14. <input type="checkbox"/> Ambulance Company notified	Fire Agency	_____
15. <input type="checkbox"/> Notification to Water Department	Fire Agency	_____
16. <input type="checkbox"/> Incident Action Plan (Safety Plan)	Fire Agency	_____
17. <input type="checkbox"/> Notification to Neighbors	Fire Agency	_____
18. <input type="checkbox"/> Notification to Law Enforcement	Fire Agency	_____
19. <input type="checkbox"/> Portable Toilets	Owner	_____
20. <input type="checkbox"/> Logistics (Lunch, Drinks)	Owner	_____
21. <input type="checkbox"/> Safety of Scene During Operations	Fire Agency	_____
22. <input type="checkbox"/> Security of Scene After Burning, Clean Up	Owner	_____
23. <input type="checkbox"/> After Action Review	Fire Agency	_____
24. <input type="checkbox"/> Follow up Call to Owner	Fire Agency	_____
25. <input type="checkbox"/> Instructor Evaluations and Documentation	Fire Agency	_____

SECTION 9 DEVELOPING INSTRUCTIONAL STAFF

Provided in this section are tools to assist in the planning of a live fire safety training burn exercise. The key organizational tool is the Incident Command System.

A Senior Instructor must be on scene in the Technical Advisor position.

Probably the easiest way to develop the instructional staff is to gather the training officers from the agencies who are going to participate in the burn. Another source of instructors may be from the local training officers' association or from State Fire Training's FSTEP instructor list, <http://osfm.fire.ca.gov/TrainingInstructor.asp>

Using Assistant Instructors with specific areas of expertise is an excellent way to introduce firefighters to instruction and expand the knowledge base of participants.

Position Task Books can be partially completed on a FC 3A for all of the listed examples such as Staging Area Manager, Check In/Status Recorder, Division Group Supervisor, Resource Unit leader, Documentation Unit Leader, Situation/Status Unit Leader, Medical Unit Leader, Branch Director, Safety Officer, Public Information Officer, and Incident Commander. Consider using ICS Trainees as a resource for filling organizational positions.

Once the instructional staff has been assembled, define the objectives of the burn. Make a tour of the burn site and identify staff positions to start the planning process.

Identify any potential hazards or concerns and mitigate and or correct the hazards as necessary for safety. Encourage the discussion of any safety items from instructional staff. Obtain feedback from instructional staff to ensure everyone understands what is expected during the training evolution. Utilizing ICS position titles provides for clarification of roles and responsibilities.

At the second meeting, staff and needed resources should be identified. On large burns this planning should start at least one month before the course starts. Most large burns (10 buildings or more) usually require about three months of planning to take care of all the needs the course requires.

Requested resources should include those necessary to accomplish the required training exercises and any additional exercises identified from Section 5 of this

SECTION 9

DEVELOPING INSTRUCTIONAL STAFF

manual.

Staff positions and descriptions are outlined in Section 10 of this course guide as "Staff Organization and Description."

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SECTION 10 STAFF ORGANIZATION AND DESCRIPTION

Organization and management of the course should be considered as part of the overall training process. The Incident Command System (ICS) should be utilized for the organizational framework for managing the course.

POSITION DESCRIPTION – Command Staff

Incident Commander (IC)

The IC is usually from the agency in whose jurisdiction the course is located and is responsible for everything that does or does not happen. Any position not filled in the system, is the IC's responsibility. The IC may have an aid. This position conducts all planning meetings before, during, and after the course.

Safety Officer and Staff (SOFR)

All Fire Control 3 classes are required to have a safety officer and is responsible for reviewing the course plan and site usage. There must be a safety staff member in attendance during all exercises. The safety staff has total authority to stop any exercise, where eminent danger to students is present. They also assist during the critique of the exercise. Safety staff members must be familiar with fire behavior.

Information Officer (PIO)

This position is not always necessary, especially on one building or one day burns. However, on large burns of several buildings or long duration burns, this is an important position. The PIO starts his/her operation during the first planning meeting and is responsible for notifying the news media and the neighbors in the area as to the particulars of the course. The PIO should be available during the entire course to handle news media and neighbors' inquiries.

Liaison Officer (LOFR)

Answers inquiries from other agencies, i.e., fire, police, AQMD, water department, etc. This position is invaluable during larger courses involving many agencies.

Operations Section Chief (OSC2)

Supervises the various exercises during the course. Oversees all exercises being conducted at the site and ensures the instructors are conducting each exercise safely and properly. Assists Planning Section Chief in outlining the next day's activities. This position may be filled by the Senior Instructor.

Branch Director-(OPBD) when activated, is responsible for the implementation

of the portion of the Incident Action Plan (IAP) appropriate to the Branches.

Division/Group Supervisor (DIVS)

A DS/GS is an instructor for a particular division/group of the course and is in charge of that portion of instruction but may have other instructors assisting. The DS/Gs also functions as an additional Safety Officer.

Logistics Section Chief (LSC)

Obtains all materials and services necessary for the course. This position's operation starts during the first pre-course planning session. The Logistics Chief should have a staff for large burns. On small burns, however, the Logistics Chief may perform all the functions of the logistics section.

Supply Unit Leader (SUPL)

Collects all equipment used on scene. Insures that proper identification is on the equipment. Issues all equipment to burn exercises. Accounts for all equipment before returning it to its agency. Reports on all damaged or missing equipment. Advises as to equipment needs for each class period.

Ignition Officer

Provides ignition and burn materials for all burn exercises. Ignition Officer may have personnel for assistance. These personnel may also function as light off personnel for a division if necessary.

Staging Area Manager (STAM)

This position is important on all burns. Maintains accountability of student attendance at the various divisions of the course. Coordinates with the DS/GS and keeps the students involved. One of the methods of tracking the students in a matrix set up on a chalk/white board. (See Illustration #2 in appendix B)

Medical Unit Leader (MEDL)

Insures proper medical equipment and personnel are on the training site to care for any injury that may occur. Arranges for transportation of the injured. Advises local hospitals of the possibility of injuries prior to the course. Makes reports on all injuries no matter how small. Completes the ICS 206 form.

Water Supply Group

Establishes fire flow requirements for the course. Advises on locations and amounts of water available. Estimates the amount of water necessary for the entire course. Supervises the laying of supply lines. Establishes pumping apparatus requirements and placement. This position may be filled for only a short time each day. The Water Supply Specialist must be present during the planning session.

Communications Unit Leader (COML)

Obtains communications equipment. Assigns operational prerequisites. Issues and collects radio equipment, and after use is accountable for same. Assures that portable radios are recharged for each training period. Issues a copy of the communication plan to all staff officers. Completes the ICS 205 form.

Note: It is recommended that three frequencies be utilized on larger operations. These are a command frequency, a tactical frequency, and a support frequency. This may be altered to fit the need.

Finance/Administration Section Chief (FSC)

Accounts for all course costs, establishes fee collection procedures, if applicable, and insures that all bills are paid. Makes a total financial report for the course. This position may have a deputy. The deputy should be informed of all aspects of the course regarding finance requirements.

Planning Section Chief (PSC)

Supervises the planning section. Advises personnel of their responsibilities. Develops the course plan. Ensures that all staff are aware of the plan and conducts the evening planning sessions. Maintains all records for the course.

Check-In/Status Recorder (SCKN)

Sets up the registration site and directs student and staff sign-ups. Prepares a daily report for the plans chief. Assigns division or team numbers and identifies Division and Team Leaders. Places proper markings on all staff officers and students. Prepares roster for Certificate coordinator and provides display for the Incident Command Post (ICP) of various assignments. May also work as a Demobilization Unit.

Documentation Unit Leader (DOCL)

Obtains students and staff names and total hours. Coordinates certificate preparation, issues certificates, and compiles report of certificates issued.

Map Unit Leader

Makes maps of training area identifying division of assignments and locations for important sites (ICP, medical station, water supply, communications, rest area, etc.) Provides copies for each Division/Group Supervisor or Team Leader. Provides display in ICP of training divisions and identifies building use or destruction for each planning session.

These positions have been described as they apply to the Fire Control 3 course. Filling each of the preceding positions is optional depending upon the size and needs of the burn. (See Illustration #3 below)

SECTION 10

STAFF ORGANIZATION AND DESCRIPTION

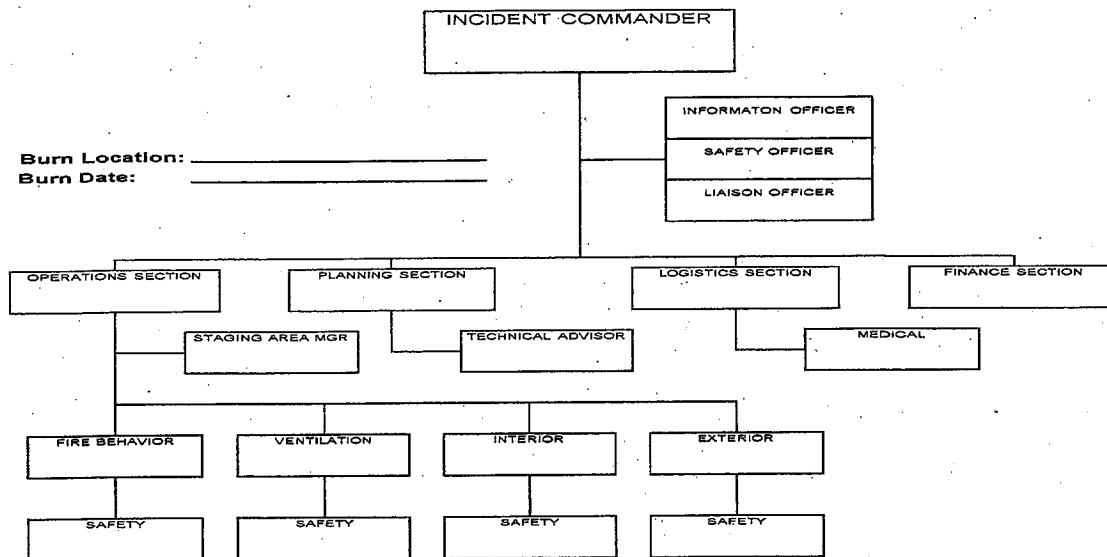


Illustration #3

The use of an Incident Action Plan will assist your organizational abilities greatly by identifying key overhead and safety positions, resources, span of control, communications, emergency plan, medical treatment, organization chart and mapping.

For further descriptions of these positions, refer to the specific ICS position manual or the ICS Field Operations Guide II-420. Each position may have additional responsibilities. Again, you decide what will work for your course.

Identification of Personnel for Accountability

A means of accountability for all participants an instructional staff will be used on all FC 3A courses. The Senior and Primary Instructors shall be clearly identified on the course grounds. The following system may be of assistance. Place a piece of duct tape on the rear dome of each student's helmet. Use a waterproof, wide-tip marker to make the identifications.

BLACK: NUMBER AND LETTERS

RED: TEAM LEADER

Using 1" colored tape to mark staff members is also an option. The tape is placed horizontally on each side of the dome of the staff member's helmet.

Incident Commander:	2 Blue Stripes
Operations Section Chief:	2 Red Stripes
Ops Staff:	1 Red Stripe

SECTION 10

STAFF ORGANIZATION AND DESCRIPTION

Team Leader:	1 Red and 1 Green Stripe
Safety Officer:	2 Green Stripes
Safety Staff:	1 Green Stripe
Logistics Section Chief:	2 Brown Stripes
Logistics Staff:	1 Brown Stripe

Note: If anyone is wearing a red helmet that requires a red stripe, first use a piece of duct tape then add the red stripe through the middle of the duct tape.

Planning Section Chief and staff and Finance Section Chief are usually marked with a piece of duct tape with their position title on each side of their helmets.

All on-site personnel should be identified including visitors, photographers, and news media. This will help control unauthorized personnel from entering the site. These identification markings are possible recommendations, but only if they fit your situation.

Student Organization

On large-scale burns involving multiple buildings, it is common to conduct a separate exercise for each building. These buildings may be organized as divisions or groups with a Division/Group Supervisor assigned for span of control. Remember, in the ICS, divisions are assigned for geographical areas and groups are organized for functional responsibility.

To help organize the students into workable units, it is recommended that they be divided first into divisions/groups and then each division/group divided into crews. A Division/Group Supervisor is part of the instructional staff and should be at least an Associate Instructor. Each division/group consists of four crews of four students each. Each crew has a Crew Leader. The Crew Leader should be the most experienced student on the crew and reports to the Division/Group Supervisor.

Crew Leaders are given specific assignments for the exercise. For example, one crew on attack, a second crew on back-up, and the third crew works ventilation, and the fourth crew takes care of fueling the burn. The Division/Group Supervisor then rotates the crew through the various assignments until all have completed the exercise.

When finished, the division/group is released by the Division/Group Supervisor and reports to the Staging Area Manager for reassignment. This procedure works very well and ensures that students have an opportunity to be involved in all training exercises. (See Illustration #4 on below)